

4 NOV 1980

File 10L
0-1493

*CLAS/ODP to R/LSD
to CL/LSD.*

MEMORANDUM FOR: Executive Officer, DDA

FROM:

[Redacted]

STATINTL

Chief, Logistics Services Division, OL

SUBJECT:

Update of Space Requirements in the Metropolitan
Washington Area

1. We are in the process of updating our file of present and future space requirements for Headquarters and external Agency buildings. In order to produce an accurate projection of these requirements, we ask your assistance in developing the following data for your component.

a. Amount of increase or decrease in space projected for Headquarters and external Agency buildings.

b. Approximate date, month, and year that this space requirement will be needed.

c. Projected change in personnel T.O. and special equipment that will cause these space requirements.

2. Please forward this data to OL/LSD, Room 3E14 Headquarters by 21 November 1980. If you have any questions on this matter, please call the undersigned on [Redacted] Thank you for your cooperation.

25X1

[Redacted Signature]

STATINTL